

NON-SUPERVISORY TRAINING APPLICATION

Fax: (305) 375-4138

1. Request approval from supervisor or authorizing signature.
2. Incomplete applications will be returned to employee.
3. Application should be interoffice-mailed, faxed, or e-mailed.
4. (48 hours) advance notice is required to cancel a class.

<p>_____ Last Name First Name</p> <p>_____ Social Security Number</p> <p>_____ Department/Division/Locator # (DDL)</p> <p>_____ Work Address</p> <p>_____ Work Phone Number, Beeper or E-mail</p>	<p align="center"><u>NON SUPERVISORY COURSES</u></p> <p>(Class) (Date)</p> <p><input type="checkbox"/> CSCN _____ Customer Service & Communication</p> <p><input type="checkbox"/> IMEN _____ Interviewing Made Easy</p> <p><input type="checkbox"/> TMSN _____ Time Management Skills</p> <p><input type="checkbox"/> VCDN _____ Valuing Cultural Diversity</p> <p><input type="checkbox"/> VIWN _____ Violence in the Workplace</p> <p><input type="checkbox"/> STMN _____ Stress Management</p> <p><input type="checkbox"/> ETHN _____ Ethics (\$25.00) OFFERED WEEKLY AS PART OF NEW EMPLOYEE ORIENTATION (NEO)</p> <p><input type="checkbox"/> KYCG _____ Know Your County Government (\$25.00) OFFERED WEEKLY AS PART OF NEW EMPLOYEE ORIENTATION (NEO)</p>
<p align="center">Current Classification</p> <p>INDEX CODE (letters and numbers) Application(s) missing the department's index code <u>WILL NOT</u> be processed.</p>	<p align="center">_____ () Immediate Supervisor's Name and Phone Number</p> <p align="center">Course Fee(s): \$ 50.00 per class</p>

Supervisor's or Authorizing Signature

Approval Date

Classes will be held in the **Stephen P. Clark Center, Rooms 18-A and 18-B**, unless otherwise indicated on the schedule. There will be a sign near the west elevators on the 18th floor assigning room locations.